



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Community Development Director</b>
<b>Class Code Number</b>	<b>3080</b>

### General Statement of Duties

Directs, manages, supervises, and coordinates the programs and activities of the City's Community Development Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to direct, manage, supervise, and coordinate the daily programs and activities of the City's Community Development Department. The work is performed under the direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, with occasional visits to a variety of field sites.

### Examples of Essential Work (Illustrative Only)

- Directs staff priorities and consults daily with departmental staff regarding questions, concerns, or resolutions to scheduling in addition to technical questions regarding department operations;
- Administers and implements zoning ordinances and General Plan, including providing staff direction regarding department policy interpretation and conducting meetings with the public regarding related issues;
- Oversees City compliance with the State Environmental Quality Act, Coastal Act, Subdivision Map Act, and State Planning Laws, including providing necessary direction and updated information to staff regarding aforementioned, setting policies, and drafting a variety of review reports as needed;

- Directs and reviews the implementation of the City's Community Development Block Grants, including providing necessary direction and approving the implementation of various housing assistance programs;
- Serves as staff advisor to a variety of specified councils and commissions, including approving all applicable agenda bills, answering posed questions, presenting a variety of issues as they arise, and providing approval on all staff material;
- Keeps City Manager and designated Councils, Commissions, and review Boards accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of the principals and practices of urban planning, natural resource protection, growth patterns, economic development, re-development, and low income housing;
- Comprehensive knowledge of all local, State, and Federal rules, regulations, and pertinent ordinances and mandates affecting planning, land use, housing, and municipal government;
- Comprehensive knowledge of map, plat, and plan reading and interpretation;
- Comprehensive knowledge of conflict resolution, mediation, and arbitration;
- Thorough knowledge of technical writing techniques;
- Ability to select, supervise, train, and evaluate professional, technical, and clerical staff;
- Ability to interpret complex codes and analyze land use compatibility;
- Ability to prepare, monitor, and implement a departmental budget;
- Ability to effectively manage time and set realistic goals;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Urban Planning, Geography, Political Science or other related field; and
- Extensive (seven or more years) responsible professional urban planning experience, with some supervisory experience.

<b>Required Special Qualifications</b>
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- Valid Class C California State Driver's license.
- American Institute of Certified Planners.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.